

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Adjudication and Hearings



OFFICE ORDER NO.: 2000-03

SUBJECTS: Internal procedures for acceptance of documents for filing with the Office of Adjudication and Hearings. Compliance by enforcement personnel with the requirements of D.C. Code § 6-2711 and the Notice of Infraction form

Pursuant to Reorganization Plan No. 4 of 1996, D.C. Code § 6-2701 et seq., Mayor's Order No. 97-42, effective January 13, 1997, Mayor's Order No. 99-68, effective April 28, 1999, Department of Health Organizational Order No. 24, effective December 17, 1999, and all other applicable law, it is hereby **ORDERED** that:

1. The Office of Adjudication and Hearings ("OAH") shall accept for filing from the Government the OAH copy of any charging notice if the copy contains all information required under D.C. Code § 6-2711 or other applicable law, a completed certificate of service, and, for any infraction charged under the Civil Infractions Act of 1985 (D.C. Code § 6-2701 et seq.), a prescheduled hearing date set at least 30 days after the date of service.
2. OAH shall provide to each Department of Health enforcement bureau chief, or equivalent, and to the Chief Counsel for Enforcement and Regulatory Compliance, a list of prescheduled hearing dates for use by each division regularly bringing civil infraction cases before OAH. OAH shall provide the list at least 60 days prior to the earliest available hearing date appearing on the list.
3. If OAH copy of any charging notice presented by the Government for filing is determined not to be in compliance with this Order, it shall be returned and shall not be accepted for filing.
4. If a Notice of Infraction is answered and filed with OAH by a respondent, and an Administrative Law Judge determines that the Notice of Infraction is defective on its face, the Administrative Law Judge may dismiss the Notice of Infraction pursuant to D.C. Code § 6-2711 and this Order.
5. This Order supersedes all previous orders to the extent of any inconsistency.
6. This Order is effective immediately.

PAUL KLEIN

CHIEF ADMINISTRATIVE LAW JUDGE

Dated this 11 day of January, 2000